

MADERA COUNTY

PARTS ASSISTANT I PARTS ASSISTANT II

DEFINITION

Under supervision (Parts Assistant I), or general supervision (Parts Assistant II), to receive, store, issue, and maintain inventories of parts and equipment for an assigned automotive or equipment repair shop; to prepare purchase requisitions and maintain records of part and supply purchases; to dispatch vehicles; to oversee the work of Trustees assigned to basic servicing of vehicles; and to do related work as required.

SUPERVISION EXERCISED

Parts Assistant I

Exercises no supervision.

Parts Assistant II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Parts Assistant I--This is the entry level in the Parts Assistant class series. Positions at this level usually perform most of the duties required of the positions at the Parts Assistant II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Parts Assistant II--This is the full journey level in the Parts Assistant class series. Positions at this level are distinguished from the Parts Assistant I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Parts Assistant II level are normally filled by advancement from the Parts Assistant I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Parts Assistant II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receives, stores, issues, and maintains inventories of parts and equipment for the County's Central Garage facility, Road Equipment Repair Shop, or assigned program; prepares requisitions, claim forms, and purchase orders for all purchases of parts, supplies, tools, and services for payment; attaches prices to work orders and updates master inventory information; maintains information regarding parts on hand and amounts issued; receives parts shipments and verifies accuracy; coordinates payment with vendors on any billing or payment problems; posts information to shop orders; files orders after work is completed; occasionally picks-up required parts; locates and purchases requisitioned parts; delivers parts for special machining and/or rebuilding; ensures inventory records are updated with new vehicles, parts, and equipment; issues equipment and parts to other staff; dispatches pool vehicles to other County staff; receives reservations and establishes priorities for vehicle check-out; issues and maintains controls on credit cards for vehicles; ensures that vehicles are ready for use when checked out; assists with record keeping and sales for surplus vehicles; oversees Trustees in basic servicing, fueling, and washing of vehicles; receives information about problems with vehicles; receives requests and dispatches personnel for emergency repairs; occasionally measures fuel tanks and records readings; maintains and updates records on vehicles and equipment servicing and usage; prepares time sheets and monitors time earned and time used for staff members; answers phones, files, and performs general clerical duties; cleans and washes County vehicles as necessary.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Parts Assistant I

Knowledge of:

Parts books and catalogues.
Safe work practices.
Recordkeeping principles and practices.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn parts and equipment used in the repair and servicing of automotive equipment.
Learn principles and practices of storing, receiving, and issuing automotive and equipment parts and supplies.
Learn sources and availability of automotive parts.
Maintain records and reports.

Madera County
Parts Assistant I/II (Continued)

Ability to:

Understand and carry out oral and written directions.
Deal tactfully and courteously with users of assigned facilities.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some work experience resulting in a knowledge of automotive parts, sources of supply, and inventory systems.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, twist, climb, and lift 25 lbs.; ability to travel to different sites and locations.

Parts Assistant II

In addition to the qualifications for a Parts Assistant I:

Knowledge of:

Parts and equipment used in the repair and servicing of automotive equipment.
Principles and practices of storing, receiving, and issuing automotive and equipment parts and supplies.
Sources and availability of automotive parts.

Madera County
Parts Assistant I/II (Continued)

Ability to:

Determine parts needed by mechanics and the best sources of supply.
Maintain a perpetual inventory of parts and equipment.
Issue parts and supplies.
Dispatch vehicles.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of responsible work experience in a position resulting in a knowledge of automotive parts, sources of supply, and inventory systems comparable to a Parts Assistant I with Madera County.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, twist, climb, and lift 25 lbs.; ability to travel to different sites and locations.

Effective Date: May, 1995